



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
August 7, 2024

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DeMar, General Manager	
Todd Fultz	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phillip Hite, Operations Manager	
Vince Koester	Logan Wallace, Engineering Supervisor	GUESTS
Kathleen Quong-Vermeire	Carryn Frye, EA/Contract Coordinator	

1. CALL TO ORDER

President Quong-Vermeire called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Motion duly made and seconded to approve the Agenda as presented. The motion carried unanimously.

3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

Minutes: July 23, 2024				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	07/31/2024	30318 - 30336	\$ 660,046.72
Maintenance	09-075-0010	08/07/2024	30337 - 30338	\$ 1,447.60
Maintenance	09-075-0010	07/17/2024	30339 - 30363	\$ 536,377.28
Construction	09-075-3030	07/17/2024	902790 - 902792	\$ 865,942.82
Construction	09-075-3030	07/31/2024	902789 - 902789	\$ 607.50
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Direct Deposit – Payroll	09-075-0010	07/19/2024	07/26/2024	\$ 99,633.96
Payroll Tax	09-075-0010	07/19/2024	07/31/2024	\$ 41,005.25
Dept of Retirement	09-075-0010	07/19/2024	07/29/2024	\$ 21,758.72
Deferred Compensation	09-075-0010	07/19/2024	07/26/2024	\$ 7,182.17
HRA Veba	09-075-0010	07/19/2024	07/26/2024	\$ 15,712.88
HSA Equity Account	09-075-0010	07/19/2024	07/26/2024	\$ 138.41
Dept of Revenue – B & O Tax	09-075-0010	06/30/2024	07/23/2024	\$ 63,166.80
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No public attended the meeting in person or remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 24-8-7A accept as complete Contract #23-50-13 with TMG Services, Inc. for Supply and Install Evoqua B-Pak 65 Chlorine Generation System at Des Moines Treatment Plant relating to Project 23-2. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-8-7B authorizing Consultant Agreement #24-60-20 with KPG-Psomas, Inc. for professional engineering and surveying services relating to Project 24-6 S 204th St 16th to 20th. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-8-7C authorizing Consultant Agreement #24-60-21 with Carollo Engineers for professional engineering and surveying services relating to the District's Hydraulic Model Upgrade. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. 2024 2ND QUARTER FINANCIAL STATEMENTS

Finance/Administrative Manager Anne Paige presented the 2024 2nd Quarter Financial Statements to the Board. Budget vs Actual is close to being on target at 43%. Engineering Supervisor Logan Wallace discussed the CIP section. Discussion Ensued.

7. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

- 7.1 Comprehensive Plan – Wallace informed the Board that he will be working on a Request for Proposals for the 2026 Water Comprehensive Plan update. He will present an update to the Board at a future meeting.
- 7.2 Project 23-1 DMTP/PS2 Electrical Upgrades and Generator Replacement - Wallace mentioned to the Board that the District received the preliminary design reports from the consultant RH2. The District will procure the long lead-time equipment then advertise for a contractor to install the equipment.

Phillip Hite

- 7.3 Water Main Replacement on S 227th Pl – Operations Manager Phillip Hite informed the Board that the District is complete with the replacement. The overlay is currently being done.
- 7.4 Water Main Replacement on S 168th St - Hite informed the Board that the crew will be replacing a short portion of 4-inch AC water main in an undeveloped portion of right-of-way. They will be replacing the current line with eight inch (8") ductile iron pipe.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:38 a.m.

BOARD OF COMMISSIONERS

Signed by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester

Vince Koester, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

Signed by:

Todd Fultz

Todd Fultz, Commissioner

Signed by:

Daniel Johnson

Daniel Johnson, Commissioner